



DEPARTMENT OF THE NAVY  
COMMANDER NAVY REGION SOUTHWEST  
937 NO. HARBOR DR.  
SAN DIEGO, CA 92132-0058

IN REPLY REFER TO :  
COMNAVREGSWINST 1301.1  
N03  
28 APR 2005

COMNAVREGSW INSTRUCTION 1301.1

Subj: PRE-DEPLOYMENT GUIDANCE

Encl: (1) Page 13 Check-list  
(2) Pre-Deployment Check-list  
(3) Pre-Deployment Guide

1. Purpose. To establish guidance for Region active duty personnel assigned individual augmentation (IA) for ongoing operations in support of the Global War on Terrorism and other Contingency Operations.

2. Discussion. Region personnel are augmented to fill billets for 179 days or more on very short notice, often with only days to prepare. Augmentation selection will be based on required skill sets and impact on command mission. Personnel will be provided appropriate training for the IA mission prior to reporting to the operation at a CONUS Replacement Center (CRC). Enclosure (1) and (2) are provided to ensure member's are fully informed and ready to deploy. Enclosure (3) is a pre-deployment guide for all personnel.

3. Action

a. Commanding Officers are to ensure that all personnel identified as augmentees fully complete and sign enclosure (1) and provide a copy to COMNAVREGSW Manpower prior to deployment. Enclosure (2) is a mandatory pre-deployment check-list to be completed by the member prior to deployment (modify phone list for your base).

b. All active duty military personnel are subject to deployment with minimal notice. It is imperative that all personnel are prepared for deployment prior to receiving augmentee notification. Commanding Officers are to ensure all personnel within their command are fully informed they may be required to perform a six month or longer deployment at any time. Enclosure (3) is provided as information for all hands to better prepare for the possibility of IA.

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c. Commanding Officers shall ensure all military personnel assigned with dependents, and military personnel married to military, complete the required forms, Family Care Plan Certificate NAVPERS 1740/6 and Family Care Arrangement Plan, NAVPERS 1740/7 to be considered deployable. All personnel shall have a current NAVPERS 1070/602 (Page 2) and Service Group Life Insurance (SGLI) form filed in their service record.



M. R. ALLEN  
Chief of Staff

Distribution:  
All COMNAVREGSW

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## ADMINISTRATIVE REMARKS

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NAVPERS 1070/13 (REV. 10-81)

S/N 0106-LF-010-6991

SHIP OR STATION

\_\_\_\_\_: You have been selected for augmentation to:

Report Date:

Period of TAD:

Location of TAD:

TAD Itinerary/ Intermediate stop:

Ultimate Duty Station:

- ☐ I have completely reviewed my orders and understand all requirements.  
☐ I will report on time and commence training immediately.  
☐ I have been advised to bring my Service, Medical/Dental records, including immunization record.  
☐ I have completed a physical and received all immunizations.  
☐ I have been counseled on all pay allowances.  
☐ I am within U.S. Navy PRT, Height/Weight standards.  
☐ I possess the Security clearance requirements (Secret) for this mission.  
☐ I have reviewed and/or updated my page 2; Record of Emergency Data and SGLI (insurance).  
☐ I will be responsible for expenses incurred on my Government Travel Credit Card (GTCC) account. I am in possession of a government travel card.  
☐ I understand I will only pack using one standard Navy sea bag (with necessary clothing items vice a complete sea bag) and one carry-on bag. The sea bag can weigh no more than 70 pounds of which approximately 15 pounds will be my uniforms. The carry-on bag must meet normal FAA requirements and cannot exceed 25 pounds.  
☐ I have reviewed [www.deploymentlink.osd.mil](http://www.deploymentlink.osd.mil), [www.lifelines.navy.mil](http://www.lifelines.navy.mil), and <http://www.infantry.army.mil/CRC> (click on Navy Personnel). The last web site will contain the schedule for your two week indoctrination course at Ft Benning. See your orders for further web site instructions.  
☐ I have a current dependency care statement (for those with dependent children).  
☐ I have received a hard copy pre-deployment brief (available on [www.cnrsw.navy.mil](http://www.cnrsw.navy.mil)), I have instructed my spouse to seek counseling at the Family Support Center Deployment Section.

I have been properly briefed and fully understand the mission and its requirements.

\_\_\_\_\_  
Member Signature

Witnessed: \_\_\_\_\_

NAME (Last, First, Middle)

SSN

BRANCH AND CLASS

USN

Encl (1)

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**COMMANDER NAVY REGION SOUTHWEST  
PRE-DEPLOYMENT CHECKLIST**

NAME: \_\_\_\_\_ RANK: \_\_\_\_\_ SSN: \_\_\_\_\_

1. Do you have any outstanding credit/loans/installments/rent or any other type of periodic payments?

2. If yes to question #1, what is your plan of action to meet your financial obligation?

a. Allotment? Yes \_\_\_\_\_ Month it has/will commence: \_\_\_\_\_

b. Direct Deposit? Yes \_\_\_\_\_ Month it has/will commence: \_\_\_\_\_

c. Money Orders? Yes \_\_\_\_\_

d. Other?

**\*\*NOTE: MAIL MAY BE DELAYED 45-60 DAYS**

3. Does your family know how to contact you in an emergency? **Yes/No**

4. Does your family know how to contact you in an expeditious manner for a non emergency? **Yes/No**

a. Does your family have phone numbers for Region Ombudsman? **Yes/No**

5. Has a competent person you trust been granted a Power of Attorney? (If property or other transactions are expected, i.e., car, house, boat, rental, etc.) **Yes/No**

6. If applicable, have arrangements been made for storage of personal effects, vehicles, household effects, etc? **Yes/No**

7. Service Record Page 2 verified? **Yes/No**

8. SGLI amount and beneficiaries verified? **Yes/No**

9. Do you have an up to date will? **Yes/No**

10. Do you have a complete seabag? **Yes/No**

11. Has an extra source of money been established for family members in the event of an emergency? (Emergency bank account, credit card, etc.) **Yes/No**

Enclosure (2)

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## **PRE-DEPLOYMENT CHECKLIST**

12. Have you completed a Navy Relief Loan Pre-Approval Form? **Yes/No**
13. Although not inclusive, have the following items been checked to preclude home emergencies and discomforts?
- a. Auto (Tune-ups, tires, brakes, etc.) **Yes/No**
- b. Major appliances (furnace, refrigerator, oven, water heater, washer/dryer, lawn mower, etc.) **Yes/No**
- c. Physical security of home (dead bolts, window locks, smoke detectors, etc.) **Yes/No**
14. Do your family member know how to call to obtain information, advice or help concerning specific Navy or family related problems? (Family Services, Chaplain, Red Cross, Ombudsman, Navy Relief, etc.) **Yes/No**
15. Are all family members on DEERS? **Yes/No**
16. Are dependent ID cards and vehicle decals good for the duration of individual augmentation development? **Yes/No**
17. Do rental/lease contracts cover the duration of the individual augmentation deployment? **Yes/No**
18. If your spouse is also military and you have children, has the emergency deployment paperwork been completed/updated? **Yes/No**
19. Is recall and dependent data up to date? **Yes/No**
20. Do you have any outstanding parking/speeding/etc. fines? Do you have any upcoming court dates or other legal issues? **Yes/No**
21. Are there any personal/family issues that you have not identified to your command? (Any items that may require your attention during length of TAD) **Yes/No**

Member's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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## PRE-DEPLOYMENT CHECKLIST

Use this checklist as a guide for your deployment preparations. This is not an all-inclusive list. The goal is to ensure you are prepared for deployment and your family and friends have the necessary information and instructions to make financial/personal decisions while you are away. Check off the items as they are completed. Gather the necessary information on the attached sheet and write down specific instructions about paying bills, auto/home maintenance, contacting you on the ship, etc. Thorough planning done early can help ease the hardship of deployment and can prevent many problems while you are underway.

### 1-2 MONTHS

\_\_\_\_\_ Update recall for your dependents. If they will be residing at an address other than what you listed in the page 2, you must update the information.

\_\_\_\_\_ Setup/update DEERS medical information on your dependents.

\_\_\_\_\_ Prepare for tax preparation. Ensure you have all paperwork for taxes together in one place. Ensure your spouse has access to everything you leave behind.

\_\_\_\_\_ Coordinate storage of your vehicle if you are storing it. Verify requirements with storage location and your insurance company.

\_\_\_\_\_ Obtain/complete Navy Relief Pre-Authorization forms. It serves as a "Power of Attorney" to obtain Navy Relief funds without your authorization. You can specify the limit. This is useful when mail delays are excessive.

\_\_\_\_\_ Organize your personal papers. Find safe, secure storage for your wills, Power(s) of Attorney, passports, insurance papers, house/auto deeds, birth certificates, marriage license, etc. Ensure your spouse has easy access to these important documents.

\_\_\_\_\_ Perform routine, preventative maintenance on your vehicle. Get the oil changed, rotate the tires, tune up the engine, have brakes and transmission checked.

\_\_\_\_\_ Check all household appliances including ovens, televisions, etc. Ensure your spouse knows how to turn off the water, gas, and find fuses/breakers.

\_\_\_\_\_ Ensure your spouse and other relatives know how to reach you on deployment. Leave your complete mailing address with them.

\_\_\_\_\_ Discuss what the Ombudsman, Family Service Center, Red Cross, Navy/Marine Corps Relief Society can do for your family, and how to contact them for assistance.

\_\_\_\_\_ Make out a list of emergency phone numbers, including home/auto repair companies, insurance companies, hospital clinics, etc.

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## PRE-DEPLOYMENT CHECKLIST

\_\_\_\_\_ Discuss your upcoming deployment with family members. Communication is the key to relieving the tension and apprehension before deployment. Get your children involved to ensure they understand where you are going, what you will be doing, when you will be home, and the reasons behind the deployment.

\_\_\_\_\_ Change smoke detector batteries.

\_\_\_\_\_ Decide on the frequency of letter writing and phone calls (buy pre-paid phone cards).

\_\_\_\_\_ Inspect condition of uniforms. Buy required items prior to deployment.

\_\_\_\_\_ Consider purchasing birthday, anniversary cards, etc. for mailing during the cruise.

\_\_\_\_\_ Check your address book. Verify you have current addresses for everyone you intend to write or call while on deployment. Order or buy your (discuss with spouse) presents for your children.

\_\_\_\_\_ Consider quantity and type of civilian clothes to take.

\_\_\_\_\_ Pay all fines, parking and speeding, etc. Failure to do so will result in high fines and possible warrants.

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**PRE-DEPLOYMENT CHECKLIST****USEFUL TELEPHONE NUMBERS****OMBUDSMAN**

Name: \_\_\_\_\_

Phone number: \_\_\_\_\_ Hotline: \_\_\_\_\_ Email: \_\_\_\_\_

**Naval Base San Diego**

General Information (operator)	556-1011
Family Service Center	556-7404
Navy Relief Society	556-8283
Commissary Information	556-7199
Navy Exchange Information	554-2259
Chaplain's Office	556-0460
Legal Service Office	556-2728
Security (Pass and Decal)	556-6218
American Red Cross	556-7061
American Red Cross (After hours)	291-2620
Chaplains Religious Enrichment Development Operation	532-1437
Dental	556-8240
Family Advocacy	556-8809
Household Goods	556-6683
Housing Office	556-8032
Leisure Travel, Bldg 51	556-1091

**Balboa Hospital**

General Information	532-6400
Health Benefits Advisor	532-8328
Primary Care Clinic	532-8225
Primary Care Appointments	532-8225
Emergency Room	532-8275

**Various Important Numbers**

Alcoholics Anonymous	265-8762
Children's Dental Health Clinic	234-8131
Poison Control Center	1-800-876-4766
Child Abuse Hotline	560-2191
Child Care Information and Referral	556-8491
Murphy Canyon Chapel	556-3571
Veteran's Affairs, VA Benefits Information	1-800-827-1000
San Diego Police (non-emergency)	531-2000

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## PRE-DEPLOYMENT CHECKLIST

### Name/Phone of Utility Services

Electric: \_\_\_\_\_ Account #: \_\_\_\_\_

Water: \_\_\_\_\_ Account #: \_\_\_\_\_

TV Cable: \_\_\_\_\_ Account #: \_\_\_\_\_

Natural Gas: \_\_\_\_\_ Account #: \_\_\_\_\_

Telephone: \_\_\_\_\_ Account #: \_\_\_\_\_

### Emergency Phone Numbers

Fire/Police/Ambulance: \_\_\_\_\_

Ombudsman: \_\_\_\_\_

Property Manager: \_\_\_\_\_

Plumber: \_\_\_\_\_

Electric Repair: \_\_\_\_\_

Auto Repair: \_\_\_\_\_

Towing Company: \_\_\_\_\_

Appliance Repair: \_\_\_\_\_

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## **PRE-DEPLOYMENT CHECKLIST**

### **IMPORTANT INFORMATION**

Spouse's Social Security Number

Location of Will

Location of Power(s) of Attorney

Location of birth certificates/passports/marriage licenses

Name/address/phone of auto insurance company

Account #

Name/address/phone of life insurance company

Account #

Name/address/phone of mortgage company or property manager

Account #

Name/address/phone of auto loan company

Account #

Name/address/phone of bank checking/savings accounts

Checking Account #

Savings Account #

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## THINGS WE NEED TO DO OR TALK ABOUT

- ☐ **DIRECT DEPOSIT / ALLOTMENTS** -- *SET UP FOR SPOUSE / FAMILY?*
- ☐ **FAMILY MEMBERS' ID CARDS** -- *WILL NOT EXPIRE?*
- ☐ **PASSPORTS (personnel & family)** -- *PROCESSED & WILL NOT EXPIRE?*
- ☐ **DEERS ENROLLMENT** -- *VERIFIED?*
- ☐ **RECORD OF EMERGENCY DATA "PAGE TWO"** -- *CORRECT?*
- ☐ **SGLI BENEFICIARY** -- *CORRECT?*
- ☐ **RECALL NUMBER** -- *COMMAND ROSTER CORRECT?*
- ☐ **NAVY-MARINE CORPS RELIEF PRE-AUTHORIZATION** -- *COMPLETED?*
- ☐ **AMCROSS** -- *FAMILY KNOWS HOW TO USE?*
- ☐ **POWER OF ATTORNEY (general or special)** -- *CURRENT?*
- ☐ **WILL** -- *UPDATED?*
- ☐ **TAXES (state & federal)** -- *DONE OR SPECIFIC POWER OF ATTORNEYS?*
- ☐ **CURRENT SET OF ORDERS** -- *COPY FOR TAXES, CITY DECAL, ETC?*
- ☐ **FAMILY PREPARATION CHECKLISTS**
  - ☐ **FAMILY DOCUMENTS CHECKLIST** -- *COMPLETED & ACCESSIBLE?*
  - ☐ **FAMILY ITEMS CHECKLIST** -- *COMPLETED?*
  - ☐ **AUTOMOBILE CHECKLIST** -- *COMPLETED, COPY IN CAR(S)?*

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## FAMILY DOCUMENTS CHECKLIST

Review this with your spouse and know their location for easy access. These may be needed to register the car, make banking arrangements, or should the family face a hurricane evacuation.

<b>Document</b>	<b>Location</b>
<input type="checkbox"/> Marriage certificate	_____
<input type="checkbox"/> Birth certificate(s)	_____
<input type="checkbox"/> Adoption papers	_____
<input type="checkbox"/> Social Security Cards	_____
<input type="checkbox"/> Copy of Page 2	_____
<input type="checkbox"/> Passport(s)	_____
<input type="checkbox"/> Medical / Shot records	_____
<input type="checkbox"/> Power(s) of Attorney	_____
<input type="checkbox"/> Will(s)	_____
<input type="checkbox"/> Copy of most recent LES	_____
<input type="checkbox"/> Copy of orders	_____
<input type="checkbox"/> Life insurance policies	_____
<input type="checkbox"/> Home insurance policies	_____
<input type="checkbox"/> Auto insurance policies	_____
<input type="checkbox"/> Mortgage / lease	_____
<input type="checkbox"/> Car title / registration	_____
<input type="checkbox"/> Navy Relief form	_____
<input type="checkbox"/> Other?	_____

### **DOCUMENTS DUE FOR PAYMENT AND/OR RENEWAL**

#### **AUTOMOBILE**

- + Insurance policy expires: \_\_\_\_\_  
     Mail payment to: \_\_\_\_\_  
     Claims Office, in the event of an accident call \_\_\_\_\_
- + Registration expires: \_\_\_\_\_  
     Mail payment to: \_\_\_\_\_
- + Safety inspection expires: \_\_\_\_\_  
     Take car for inspection to: \_\_\_\_\_
- + Base decal expires: \_\_\_\_\_  
     Take car to "Pass & Tag Office"  
     \*Have: ID Card, Car registration, and Proof of Insurance

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+ AAA, or other auto club, service expires: \_\_\_\_\_

## DRIVER'S LICENSE

+ Service member's expires: \_\_\_\_\_ Spouse's expires: \_\_\_\_\_

## APARTMENT / HOUSE LEASE

+ Lease expires: \_\_\_\_\_

\* It may be on month-to-month basis, check with terms of the lease.

\* It must be renewed through the following rental agent or landlord.

Check with landlord for what the spouse must do to renew the lease without the service member's presence. Power of Attorney may be required!

Landlord: \_\_\_\_\_

Phone: \_\_\_\_\_

Address: \_\_\_\_\_

## INSURANCE

Life insurance:

+ Service member's policy located at: \_\_\_\_\_

Payment due: \_\_\_\_\_ Mail to: \_\_\_\_\_

Payment due: \_\_\_\_\_ Mail to: \_\_\_\_\_

+ Spouse's policy located at: \_\_\_\_\_

Payment due: \_\_\_\_\_ Mail to: \_\_\_\_\_

Payment due: \_\_\_\_\_ Mail to: \_\_\_\_\_

Health insurance (if other than Tricare):

+ Service member's policy located at: \_\_\_\_\_

Payment due: \_\_\_\_\_ Mail to: \_\_\_\_\_

+ Spouse's policy located at: \_\_\_\_\_

Payment due: \_\_\_\_\_ Mail to: \_\_\_\_\_

**CREDIT CARDS** (Cancel, in event of theft or loss)• **Personal credit cards:**

+ Credit Card: \_\_\_\_\_ Telephone: \_\_\_\_\_

+ Credit Card: \_\_\_\_\_ Telephone: \_\_\_\_\_

+ Credit Card: \_\_\_\_\_ Telephone: \_\_\_\_\_

+ Credit Card: \_\_\_\_\_ Telephone: \_\_\_\_\_

+ Credit Card: \_\_\_\_\_ Telephone: \_\_\_\_\_

+ Credit Card: \_\_\_\_\_ Telephone: \_\_\_\_\_

• **Government-issued credit cards:**

+ Credit Card: \_\_\_\_\_ Telephone: \_\_\_\_\_

+ Credit Card: \_\_\_\_\_ Telephone: \_\_\_\_\_

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## FAMILY ITEMS CHECKLIST

- ☐ **Personal contact information.** Completed Family Readiness Emergency Data Form? Be sure to keep a copy at home. Command may require a copy. Copies of form enclosed.
- ☐ **Guardians for children** selected, in case of an emergency? Contacted and have agreed?
- ☐ **Watching out for the family.** Talked with specific friends about keeping in contact while service member is away.
- ☐ **Emergency phone number list.**
  - Post by each phone.
  - Include: command quarterdeck, Ombudsman, Chaplain, children's guardians and/or babysitters, police, fire, hospital, and parents/in-laws.
- ☐ **General phone number list:**
  - Electric, gas company, appliance repair, water/sewage, garbage collection, and phone company.
- ☐ **Security check of home.** Completed page 14 ("HOME SECURITY").
- ☐ **Discuss:**
  - **Major events expected** during deployment.
  - **Frequency of correspondence and phone calls** -- set a budget on calls.
  - **Correspondence** -- tell kids what they will receive and what they might send.
  - **Deployment budget:**
    - + Phone & credit card usage, recreation, gifts, emergency funds for family
    - + Household bills, payment dates, mailing addresses
    - + What to do if a car or major appliance breaks down.
  - **Children's discipline:** chores, rules, curfews, punishment / rewards
  - **Family emergencies:** planning and available resources  
(Ombudsmen, Chaplain, NMCRS, Red Cross, etc.)
  - **Medical emergencies...** what should be done?
- ☐ **Set aside time**
  - **family fun and recreation.**
  - **discuss the deployment with the entire family.**

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**AUTOMOBILE CHECKLIST -- "The Family Cars"***\*Keep a copy of this in each car!***ITEMS TO CHECK ON A REGULAR BASIS**

- ☐ Oil level
- ☐ Coolant level in radiator
- ☐ Water level in battery (unless sealed battery)
- ☐ Transmission fluid level
- ☐ Brake fluid level & emergency brake
- ☐ Car lights (interior & exterior)
- ☐ Tire pressures & wear pattern

**ITEMS TO CONSIDER HAVING IN YOUR CAR**

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> Emergency medical kit     | <input type="checkbox"/> Tire gauge                         | <input type="checkbox"/> Owner's manual                    |
| <input type="checkbox"/> Phone for emergencies     | <input type="checkbox"/> Funnel                             | <input type="checkbox"/> Car insurance papers              |
| <input type="checkbox"/> Flares                    | <input type="checkbox"/> Adjustable pliers                  | <input type="checkbox"/> Disposable camera                 |
| <input type="checkbox"/> Flashlight                | <input type="checkbox"/> Duct tape                          | <input type="checkbox"/> List of car repair shops & phones |
| <input type="checkbox"/> Spare fuses               | <input type="checkbox"/> Electrical Tape                    | <input type="checkbox"/> Map of area                       |
| <input type="checkbox"/> Jumper cables             | <input type="checkbox"/> Screwdrivers (Standard & Phillips) |  |
| <input type="checkbox"/> Milk jug, filled w/ water | <input type="checkbox"/> Small roll of all-purpose wire     |  |
| <input type="checkbox"/> Quart of oil              | <input type="checkbox"/> Can of tire sealant ("fix-a-flat") |  |

**AUTOMOBILE MAINTENANCE SCHEDULE**

	AUTO _____	AUTO _____
+ Insurance Company	_____	_____
- Policy Number	_____	_____
- Phone	_____	_____
- Payment due date(s)	_____	_____
+ Inspection due	_____	_____
+ Registration due	_____	_____
+ Tires		
- rotation (mileage or date)	_____	_____
- replacement (mileage or date)	_____	_____
+ Oil change (mileage or date)	_____	_____
+ Tune-up (mileage or date)	_____	_____
+ Warranty maintenance/repairs at:	_____	_____

**IF YOU ARE IN AN ACCIDENT:**

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*\*See next page.*

**IF YOU ARE IN AN ACCIDENT:**

- Stop and call the police.
- Do not admit liability.
- Do not reveal the extent of your insurance coverage to anyone.
- Obtain other driver's full name, license number, address & registration (he/she owner of car?).
- Obtain license plate number, make, model, year, approximate damage to their car.
- Obtain their insurance company's name and phone number.
- Obtain names, addresses and phones of witnesses.
- Name of police officer and precinct.
- If not at fault
  - Take pictures of accident scene with disposable camera.
  - Write down everything you can as soon as possible:

***\*This list is usually contained in the Police report.***

Date of accident : \_\_\_\_\_

Time: \_\_\_\_\_

Where: \_\_\_\_\_

Direction your car was going: \_\_\_\_\_

What is the posted speed limit? \_\_\_\_\_

Were your headlights on? [Yes] [No] Other info: \_\_\_\_\_

Were your turn signals on? \_\_\_\_\_

Condition of street: \_\_\_\_\_

Weather conditions: \_\_\_\_\_

Were traffic controls/signs/signals present? Were they working? \_\_\_\_\_

Did the other driver/passengers have any injuries? \_\_\_\_\_

Describe what occurred, include your actions and other driver's actions: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Was either driver charged with a traffic violation? Who? What violation? \_\_\_\_\_

\_\_\_\_\_

Name of police officer: \_\_\_\_\_

Damage to your car (describe it): \_\_\_\_\_

\_\_\_\_\_

Damage to the other car and/or property (describe it). \_\_\_\_\_

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## PRE-DEPLOYMENT STRESS

### HUSBANDS & WIVES

Deployment presents challenge... and opportunity, especially when it's "no-notice." Address the emotional and pragmatic concerns ahead of time; realize preparation will not eliminate family stress. When there is advance knowledge of extensive time away husbands and wives, service members and "significant" others, parents and children, and siblings will often find themselves bickering among themselves -- even though this is the very time most families want to be close to one another and have an enjoyable farewell. This heightened stress and even withdrawal, is a "normal" reaction:

- **Express Your Feelings** - Be as open as possible with each other about what you are thinking, and those concerns and fears that involve the separation. Discuss the practical... like financial management and car maintenance; talk about your relationship.
- **Encourage One Another** - If your child (or your spouse, for that matter) is acting particularly quarrelsome or mischievous, help him / her to express his / her feelings about the deployment. Some children struggle to find the right words; with a little help they will be able to tell you what they are thinking.
- **Plan Family Activities** - Plan ahead for some time as a couple and as a family -- then use these activities as an opportunity to set aside all of your other concerns and enjoy one another's company. Be sure to spend individual time with each child before you go.

### THE KIDS

- **Talk.** Talk to your children before it happens... about how you feel... and let them tell you how they feel (especially fears). Children need to know that the deployer's work is essential.
- **Parent Time.** The parent that's deploying needs to spend quality time with each child and with all the children together. Hugs and affection are always needed to reassure them, especially younger children.
- **Planning.** Allow the kids to help pack, swap tokens (something small of each child's and something of the deployer's).
- **Communications.** Encourage the kids to talk about how they will keep in touch and how the deployer will keep in touch with them: letters, postcards, video and audiotapes, photos, drawings, etc.

### COPING

- **Stay Connected.** Don't isolate yourself. Continue to spend time with friends, support group, volunteer work, church, etc.
- **Establish a Schedule,** and then stick with it. Routines help with every age.
- **Set Goals.** Reading, hobbies, taking classes, etc.
- **Plan a Trip.** As finances allow, explore something new or visit out of area family.
- **Look for Free Fun** in MWR, newspaper, etc.
- **Exercise.** Check out the base gym or MWR. Join a class or start one.
- **Talk With the Kids** about deployment, phone calls & letters received. Keep photos nearby.
- **Grown-up Talk.** Don't get "marooned" with the kids. Take time, socialize with other adults.
- **Review the positive things from each day.** Positive self-feedback.
- **Get Help,** if you stay "down" or depressed. Don't put it off.

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## COMMUNICATION SKILLS

Keeping in touch is a major morale factor while personnel are away for training or deployment. For the family, time passes more quickly while family ties are well maintained.

### FOR DEPLOYERS

- **Plan Ahead For Missed "Special Days"** -- order flowers/gifts in advance for holidays and special occasions, or make arrangements with a reliable friend. Amid the work of deployment, one can "forget" or not be able to "make the call."
- **Videotapes** are always an option. If your camcorder uses VHS-C tapes, purchase a converter cassette for ease in VCR playbacks. Read your child's favorite books or go over flash cards -- it maintains involvement in the child's learning and provides that "Daddy-fix" (or "Mama-fix"), with young children. Sounds simple... is simple and yes -- it works!

### FOR THE COUPLE

- **Decide Ahead Regarding "Bad News"** which must be shared with each other. Have a solution or accept the frustration on the other end of the line.
- **Family Photos** of the service member and spouse, family, and each child.
- **Mail** service can vary, but letters are more private than email or the phone and can be re-read. Admin will have the correct mailing address. Number each letter (it eliminates a lot of confusion). Young children love postcards.
- **Phone accessibility** (and cost) can vary a great deal. "No news is good news" not reassuring enough? Check with Ombudsman, Chaplain.

### FOR THE SPOUSE

- **Passports.** Consider applying for a passport -- if you plan to meet your spouse in Europe, or should an emergency require your presence overseas, a passport is essential. A passport takes about 3 1/2 weeks to process through the U.S. Post Office. The requirements are:
  - Proof of U.S. citizenship: Original U.S. birth certificate with raised seal or naturalization papers.
  - Passport photos, (2) two-inch by two-inch.
  - Photo ID, military ID or driver's license.
  - Fee of \$85 for first timer, \$55 for renewal, child under 14 fee is \$70Passports are good for 10 years (5 years for those under 16 years)
- As of 1 February 2004, Passport Services requires for all minors applying for U.S. passports to appearance in person (i.e. place of passport issuance, Washington, D.C./Los Angeles.) This new requirement is being implemented to enhance the accurate identification applicants and aid in the prevention of international child abduction and substitution.
- For additional information about passport application requirements, please visit [www.travel.state.gov](http://www.travel.state.gov) or call the National Passport Information Center.

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## NAVY "TEAM" OF FAMILY SUPPORT

### NAVY-MARINE CORPS RELIEF SOCIETY

The Navy-Marine Corps Relief Society (NMCRS) is there for when unforeseen financial problems arise. Ensure that your spouse has signed a NMCRS pre-authorized loan form, without it, NMCRS cannot lend money, or will be delayed until the service member's authorization is obtained. The Navy-Marine Corps Relief Society provides:

- Emergency needs (food, rent, emergency leave funds, baby care, etc.)
- Expert financial counseling on budget matters
- Visiting nurse program (house calls, upon request, with all eligible family members)
- Financial assistance (interest free loan, outright grant, or a combination of both)

### AMERICAN RED CROSS (AMCROSS)

In an emergency involving personnel or their family members, Red Cross is a means by which families can communicate. Emergencies serious enough to warrant the service member's return home are often determined by Red Cross reports. Avoid delays, ensure families have correct rank/ rate, full name, social security number & command.

### CREDO RETREATS

These are provided at no cost to service members, spouses and dependent children. CREDO is a CNO-funded program, run by the Navy Chaplain Corps. All retreats are at no cost and include: lodging (private rooms), meals and transportation to the out-of-area retreat. You will need an ID card, time on your calendar, and your own childcare arrangements. The service member may need: an approved leave request, special request chit, or no cost TAD orders.

**Marriage Enrichment Retreat.** Great idea for those preparing to deploy, recently returned, retiring, or who simply want some productive time as a couple (and perhaps away from the kids!). *Not recommended for those with "serious" marital issues – check with your Chaplain.* Held amid a scenic resort area, the retreat provides the ideal setting for couples to improve their communication skills. Retreats (3-day) held monthly.

- **Personal Growth Retreat.** The PGR provides a great setting and perhaps new friends, while giving thought to your expectations & goals in life. Retreats (3-day) held monthly.
- **Other retreats: Men's Retreat, Women's Retreat, Teen Retreat, Family Retreat, Spirituality-CREDO II, Growth in Christian Disciplines-CREDO III, and Reclaiming the Inner Child.**

## OFFICIAL & LEGAL DOCUMENT NEEDS

When personnel fail to prepare/update certain documents, difficulties may arise for the family members. Don't wait! Complete the "Document Checklist" on page 3.

**AT HOME:** The spouse should have the following documents in an accessible place:

- **Copy of orders** with all endorsements and modifications, often needed for out-of-state tax returns, etc.
- **Navy-Marine Corps Relief Society pre-authorization form** or copy on file at NMCRS Office.

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- **Power of Attorney.** General or Special?
  - A Special Power of Attorney is limited. It authorizes another person to carry out a specific action on one's behalf, and will expire upon completion or by a set date. It is commonly required when the service member is deploying and the spouse will receive household goods shipment, accept base housing, file joint income taxes, and other transactions without the servicemember's signature.
  - A General Power of Attorney is very broad and allows another person to take all actions as if that person were there. Due to the broad powers, a general power of attorney is discouraged. Banks and other institutions do not have to accept such a Power of Attorney and often prefer a Special Power of Attorney.
- **Wills.** Both the husband and wife should have a will. A will is a good idea whether the member is married or single. Legal will prepare Wills and "Living Wills" at no cost.
  - **LES.** A copy of servicemember's latest Leave and Earning Statement.
  - **Passport(s).** For travel abroad, especially in case of emergency requiring spouses/family presence.

**AT COMMAND:**

- **Record of Emergency Data, "Page 2."** Ensure this form is correct. Because this is a legal document, in the event of serious injury, death, or missing-in-action status, it will enable the Navy to provide notification and determine who shall receive pay, allowances and death gratuity, and to verify when personnel should be sent on emergency leave.
- **SGLI (Servicemen's Group Life Insurance).** Designates who is to receive SGLI payment (up to \$250,000 effective 1 Apr 2001) upon the death of the member. Review the SGLI anytime the "Page 2" is updated. This document is maintained at the Personnel Office.
- **Recall Phone Numbers** should always be correct to reach personnel or to contact their families.

## HOME SECURITY

### *Precautions and Prevention*

**LOCKS**

- Use deadbolts on doors, window locks, and sliding glass door locks.
- Keep the doors locked at all times.
- Do not place spare house key in obvious places: mailbox, under doormat, etc.

**CALLERS**

- Do not open the door unless you are positive of the person's identity.
- Talk to the person through the door.
- If the person needs to use the phone, obtain the number and identity of the person he/she is trying to call; make call for them, while they wait outside.

**TELEPHONE**

- Do not give personal information over the phone, especially to callers saying they need your help in conducting a survey.
- If you receive an obscene phone call, hang up. Contact the police and phone company if these calls persist. Change your phone number if they continue.

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- Advise your children not to give information over the phone, especially their parents' whereabouts.

VALUABLES - Never keep large sums of money around.  
 - Never tell anyone what valuables you have in the house.

LIGHTING - Use good exterior lighting consistently (whether you are home or way).

FIRE & CARBON MONOXIDE - Make sure your fire/smoke and carbon monoxide detectors work, especially for homes/apts using gas heating.  
 - If you live in a 2-story house/apt., have an escape ladder in case you are trapped on the second floor.

REPAIRS - Schedule repairs during the daylight hours and invite a friend over for when the repairman visits.  
 - Always use a reputable, well-known repair company.  
 - Ask for identification before allowing in a repairman.

FIRE DRILLS - Hold a "fire drill" with the children, make sure they know how to get out and where to go (which neighbor's doorstep, for instance).

#### **SECURITY CHECKLIST FOR HOME**

- ☐ Lock / deadbolts -- installed and in good working order
- ☐ Smoke / Carbon monoxide alarms -- batteries replaced or new
- ☐ Fire extinguishers -- "green" zone on gauges
- ☐ Fire escape ladders, if needed -- 2nd floor bedroom windows
- ☐ Police contacted about a home visit to check home for security
- ☐ Circuit breaker box location known and how to use
- ☐ Other: \_\_\_\_\_

## **PERSONAL SECURITY**

### **PLANNING A TRIP**

- + Let the Ombudsman know when you are leaving and returning
- + Leave a house key with a trusted friend/neighbor to check on your home.
- + Put a hold on your newspaper and mail, or have a neighbor pick up.
- + Put several lights on automatic timers, set for family's normal routine.
- + Make arrangements to have your lawn mowed.
- + Call the local police -- let them know your depart/return dates.
- + Most police will check your home periodically.  
 Let them know your neighbor has a key and will be checking your house.
- + Never pick up hitchhikers.

### **ON THE STREET**

- + Whenever possible take a friend with you, especially if you're walking at night.

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- + Be aware as to where you are and who is around you.
- + Dress safely.
- + Keep your handbag close to your body and one arm free.
- + Be aware potential attackers may ask questions or start a conversation.
- + If you are followed by a car/person, get to the police station, lighted residence or business and go inside. If you can't get inside, make noise and/or blow a whistle.

#### GENERAL

- + Do not advertise that you are alone.
- + Do not pass out any information.
- + Keep shrubbery trimmed so it can't be used as a hiding place.
- + If you hear someone outside your house, call a neighbor or police for help.
- + Be alert when you enter/leave your home or car.
- + A dog in the house (or a dog food bowl by the front door) deters would be intruders.
- + If confronted, remain calm, keep yourself together, and think of options.  
The highest priority is to survive with the least physical or psychological harm.

#### IN THE CAR

- + Always lock the car (when driving and parked - even for short periods).
- + Have your key in hand so you don't have to linger before entering the car.
- + Look inside to see if anyone is hiding, even if the doors were locked.
- + When leaving your keys with a car repair, parking garage, etc.,  
Leave just the ignition key and no others (the trunk key, only if it's needed).  
Do not leave the house key.
- + Always use well-lit, traveled routes. Avoid dangerous and unfamiliar areas.
- + If you have car trouble, raise the hood, lock yourself in the car, and wait for police.
- + If people stop to help, do not get out of the car. Roll your window down a few inches and ask them to call the police to help you.
- + Keep the car in good running order, never drive with less than 1/4 of a tank of gas.
- + If you are being followed, never go home.
  - Go to a well lit public place, make sure your car doors are locked and then BLOW THE HORN until help arrives.
  - Or, drive to a police/fire station and blow your horn (if you feel unsafe exiting the car)
  - DO NOT TURN OFF YOUR IGNITION!
  - Wait for help to arrive. DON'T PANIC -- keep calm.

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## This image shows a single sheet of white paper with horizontal blue or grey ruling lines. The lines are evenly spaced and run across the width of the page. There are approximately 20 lines visible. The paper appears to be a standard notebook page or a sheet of stationery. There is no handwriting or other markings on the page.